Superset™ 4150

SX-200®

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IMPORTANT! This telephone is NOT suitable for direct connection to the public-switched telephone network. Connect the telephone to a Mitel Networks telephone system only.

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ABOUT YOUR PHONE

The SUPERSET 4150 has ten fixed-function keys (**HOLD, SUPERKEY, SPEAKER, MICROPHONE,** ▲ and ▼) and 14 personal keys with built-in status indicators. The personal key on the bottom right is always your Prime Line; the remaining personal keys can be programmed as Feature, Speed Call, or Line Appearance keys. See *Feature Keys* for personal key programming instructions.

Personal Keys can be programmed as Feature Keys (such as **Swap** key) by you or by your Administrator.

Your telephone also features for feature access, an alphanumeric liquid crystal display (LCD) with contrast control, Handsfree operation, and a large Message Indicator.

Note: When using the **SuperKey**, press **Backup** softkey to back up one menu level.

Your SUPERSET 4150 may be connected to a PC. See your system administrator for computer-telephony features that may be available to you if your telephone has been connected in this way.

IMPORTANT NOTE FOR HEADSET USERS:
Mitel Networks Headsets with Feature Control Switch (PN9132-800-500-NA/9132-800-501-NA) must be installed in the dedicated headset jack (the jack nearest the front of the phone). Installation will disable your handset microphone. Disconnecting the headset at the jack or at the quick-disconnect plug restores handset operation.

Telephone status indicators

When line is	**the indicator is**
Idle	Off
Busy	On
Ringing	Flashing slowly
On hold at your phone	Flashing rapidly
On hold at another phone	Flashing slow on/fast off

TIPS FOR YOUR COMFORT AND SAFETY

Don't cradle the handset!

Prolonged use of the handset can lead to neck, shoulder, or back discomfort, especially if you cradle the handset between your ear and shoulder. If you use your phone a lot, you may find it more comfortable to use a headset. See the section on headset usage elsewhere in this guide for more information.

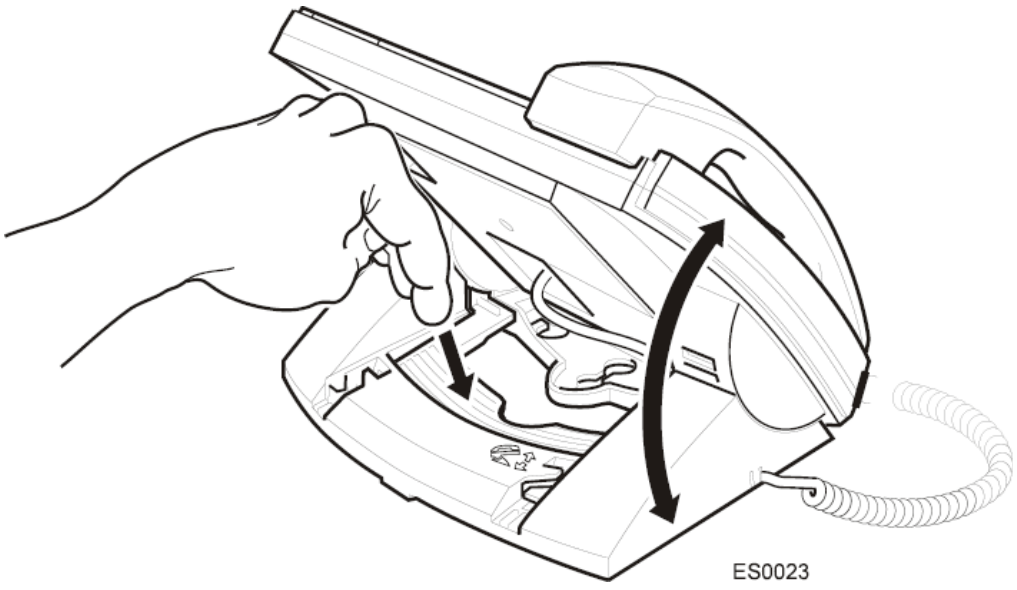
Protect your hearing

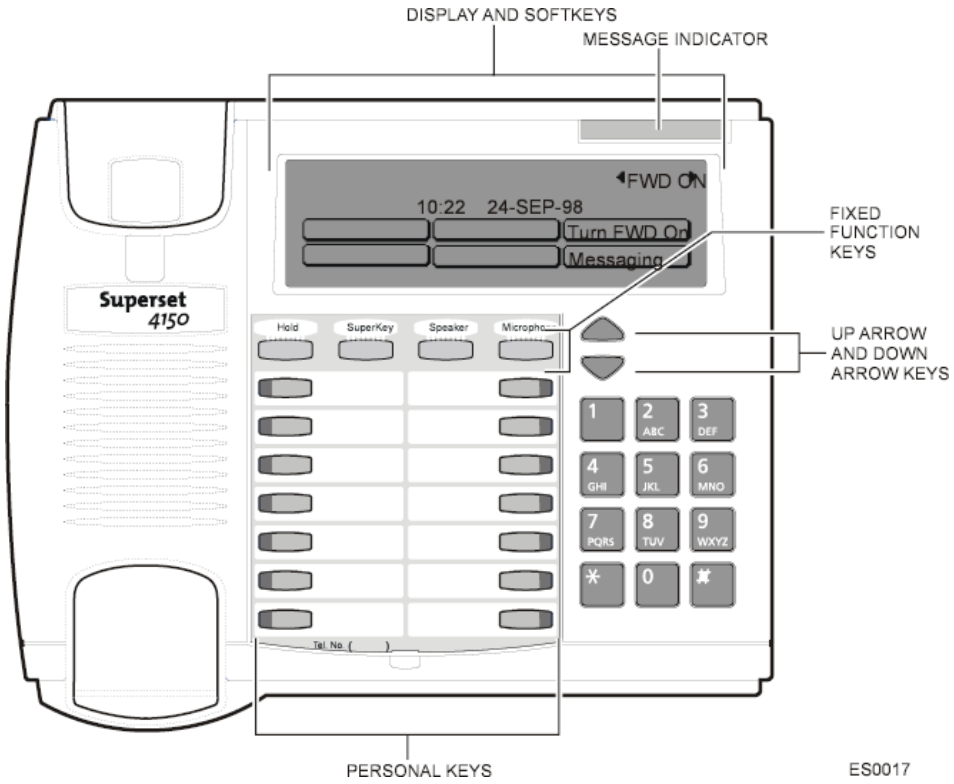
Your phone has a control for adjusting the volume of the handset receiver or headset. Because continuous exposure to loud sounds can contribute to hearing loss, keep the volume at a moderate level.

Adjusting the viewing angle

The stand built into your phone tilts to give you a better view of the keys and display.

1. Press the tilt-release paddle on the telephone base
2. Tilt your telephone to the desired angle
3. Release the tilt-release paddle





Changing Handsets

Your SUPERSET 4150 telephone is compatible with several specialty handsets. To remove the handset shipped with your phone from the handset cord:

1. Bend a paper clip to produce approcimately 4 cm (1.5 in.) of straight wire.
2. On the handset, locate the plastic groove leading into the handset jack. The groove is on the side of the jack that is closest to the handset microphone.
3. Slide the end of the wire into the handset jack along the groove until it stops underneath the handset cord clip.
4. While gently pulling on the handset cord, use the wire to pry the clip upward. The cord will separate from the handset.
5. Store the original handset in a safe place.

CUSTOMIZING YOUR PHONE

Ringer Control

To adjust the Ringer Volume while the phone is ringing:

- Press ▲ or ▼.

To adjust the Ringer Pitch while the phone is idle:

1. Press **SUPERKEY**.
2. Press the **More** softkey until the **Ring Adjust** softkey appears.
3. Press the **Ring Adjust** softkey.
4. Press the **Ringer Pitch** softkey.
5. Press ▲ or ▼.
6. Press **SUPERKEY**.

Handset Receiver Volume Control

To adjust the Handset Receiver Volume when you are using the handset:

- Press ▲ or ▼.

Speaker Volume Control

To adjust the Speaker Volume during a Handsfree conversation:

- Press ▲ or ▼.

Display Contrast Control

To adjust the Display Contrast while your phone is idle:

- Press ▲ or ▼.

Feature Keys

To display information about a key:

1. Press **SUPERKEY**.
2. Press the **More** softkey until the **Display Keys** softkey appears.
3. Press the **Display Keys** softkey.
4. Press a personal key.
5. Press **SUPERKEY**.

To re-program a personal key:

1. Press **SUPERKEY**.
2. Press the **More** softkey until the **Feature Key** softkey appears.
3. Press the **Feature Key** softkey.
4. Press a personal key that isn't a line key.
5. Do one of the following:
   - To change the key, press the **Change** softkey, and select a new key type.
   - To clear the key, press the **Clear** softkey.
6. Press **SUPERKEY**.

Language Change

To change the display language:

1. Press **SUPERKEY**.
2. Press the **More** softkey until the **Language** softkey appears.
3. Press the **Language** softkey.
4. Press the softkey for the desired language.

Clean Mode

To disable the touch-sensitive display so that it can be cleaned (use a dry tissue):

1. Press **SUPERKEY**.
2. Press the **More** softkey until the **Clean LCD** softkey appears.
3. Press the **Clean LCD** softkey.
4. Clean the surface of the display.
5. Press **SUPERKEY**.

MAKING AND ANSWERING CALLS

Make a call

1. Lift the handset.
2. If you want to use a Non-Prime Line, press a Line Appearance key.
3. Dial the number.
   -OR-
   Press a Speed Call key.
   -OR-
   Press **REDIAL**.

Answer a call

- Lift the handset.
  -OR-
  Press the flashing Line appearance key and lift the handset.

Redial

To redial the last number that you manually dialed:

1. Lift the handset.
2. Press **REDIAL**.

Speed Call Keys

You may use Speed Call Keys to make a call or to send a string of digits during a call (press a Speed Call Key during a call to send a multi-digit password, for instance).

To dial a stored Speed Call number:

1. Lift the handset.
2. Press a Speed Call key.

To store a Speed Call number:

1. Press **SUPERKEY**.
2. Press the **More** softkey until the **Feature Key** softkey appears.
3. Press the **Feature Key** softkey.
4. Press a personal key that isn't a line key.
5. Press the **Change** softkey.
6. Press the **Speed Call** softkey.
7. Do one of the following:
   - To enter a new number, dial the number (press the **Insert Pause** softkey between digits to create a one-second pause during dialing - press the **Insert Pause** softkey more than once to lengthen the pause).
   - To enter the last number dialed, press the **Redial** softkey.
8. If you want the number of be private, press the **Make Private** softkey.
9. Press the **Save** softkey.
0. Press **SUPERKEY**.

Speed Call-Personal

To dial a stored personal Speed Call number:

1. Lift the handset.
2. Dial ***09**.
3. Enter an index number between **1** and **5**.

To store a personal Speed Call number:

1. Lift the handset.
2. Dial ***08**.
3. Enter an index number between **1** and **5**.
4. Dial the number to be stored (press **Insert Pause** softkey between digits to create a one-second pause during dialing - press **Insert Pause** softkey more than once to lengthen the pause).
5. Hang up.

Handsfree Operation

Your telephone is capable of both half-duplex and full-duplex handsfree operation.

Both modes of operation allow you to conduct conversations without the use of a handset or headset. Full-duplex operation allows you and another user with full-duplex capability to converse without overriding each other's voices. The other user may be using a handset, a headset, or they may be in speakerphone mode.

Full-duplex operation requires that your telephone be connected to an external power adapter. For some environments (e.g. noisy locations), full-duplex handsfree operation may not be suitable. To return to full-time, half-duplex mode, disconnect the external power adapter.

For best performance, users should note the following:

- For best performance, users should note the following:
- After a conversation begins, your telephone may take several seconds to determine ideal speaker and microphone levels before commencing full-duplex operation. During this time, your telephone will operate in half-duplex mode.
- While in speakerphone mode, your phone may temporarily shift to half-duplex mode if room conditions change (i.e. other persons enter the room) or your hand passes in front of the microphone.
- Your speakerphone works best when all connected parties are in quiet, echo-free environments. (**NOTE:** Excessive background noise originating with other connected parties can impair communication using the speakerphone. If the noise persists, continue the call using the handset or switch to half-duplex operation by disconnecting the power adapter.)
- Do not place your phone near sources of noise such as PC fans, etc.
- You should face your telephone when you speak and you should be no more than four to six feet away. Take care not to block the microphone with papers or other objects.
- Position the telephone so that you are facing a sound-absorbing surface, such as an upholstered chair or soft wall panels, as you speak.

To use Handsfree Operation to make calls:

1. If you want to use a Non-Prime Line, press a Line Appearance key.
2. Dial the number.
3. Communicate by using the speaker and the microphone.

To use Handsfree Operation to answer calls:

1. Press the flashing line key.
2. Communicate by using the speaker and the microphone.

To hang up while using Handsfree Operation:

- Press **SPEAKER**.

To temporarily disable the microphone during a Handsfree conversation:

- Press **MICROPHONE** (the microphone LED turns off).

To re-enable the microphone and return to the conversation:

- Press **MICROPHONE** (the microphone LED turns on).

To disable Handsfree Operation:

- Lift the handset.

To return to Handsfree Operation:

1. Press **SPEAKER**.
2. Hang up.

Group Listen

To allow others in the room to listen to the far end of a handset call:

- Press the **Group Listen** feature key.

To return to a private two-way handset call from Group Listen:

- Press the **Group Listen** feature key.

To allow others in the room to join a telephone conversation:

- Press **SPEAKER**.

To return to a private two-way handset call from Speaker:

- Press **MICROPHONE**.

Auto-Answer

To enable or disable Auto-Answer:

- Press the **Auto-Answer** feature key.

To answer a call when you hear ringback:

- Communicate by using the speaker and the microphone.

To terminate a call:

- Press **CANCEL**.
  -OR-
  Wait for the caller to hang up.

CALL HANDLING

Hold

To place a call on Hold:

- Press **HOLD**.

To retrieve a call from Hold:

1. Lift the handset.
2. Press the flashing line key.

To retrieve a call from Hold at another station:

1. Press the flashing line key.
   -OR-
2. Dial ***7** and the number of the station that placed the call on Hold.

Transfer

To Transfer an active call:

1. Press **TRANS/CONF**.
2. Dial the number of the third party.
3. Do one of the following:
   - To complete the Transfer, hang up.
   - To announce the Transfer, wait for an answer, consult, and hang up.
   - To cancel the Transfer, press **CANCEL**.

Conference

To form a Conference when a two-party call is already in place, or to add another party to an existing Conference:

1. Press **TRANS/CONF**.
2. Dial the number of the next party
3. Wait for an answer.
4. Press **Conference**.

To leave a Conference:

- Hang up.

Conference Split

To Split a Conference and speak privately with the original party:

- Press the **Split** softkey.

Add Held

To move a call on Hold to another line appearance:

1. Press the available line key.
2. Press the **Add held** softkey.
3. Press the flashing line key.

To add a call on Hold to an existing conversation or conference:

1. Press the **Addheld** softkey.
2. Press the flashing line key.

Swap

To call another party when you are in an established two-party call:

1. Press **TRANS/CONF**.
2. Dial the number.

To alternate between the two parties:

- Press the **Trade Calls** softkey.

Call Forward

Call Forward lets you redirect incoming calls to an alternate number. Busy (Internal and External) redirects your calls when your telephone is busy. No Answer (Internal and External) redirects your calls after several rings if you don't answer. Busy/No Answer (Internal and External) redirects your calls when your telephone is busy or if you don't answer. Always redirects all incoming calls regardless of the state of your telephone.

Note: For information about using the **To Me** softkey, see Call Forward - Remote.

To program Call Forward:

1. Press **SUPERKEY**.
2. Press the **More** softkey until the **Forwarding** softkey appears.
3. Press the **Forwarding** softkey.
4. Press either the **Busy**, **No Answer**, **Busy/No Answer**, or **Always** softkey.
5. Press either the **Internal** or **External** softkey.
6. Dial the destination number.
7. Do one of the following:
   - To save and turn forwarding on, press the **Save/On** softkey.
   - To save and leave forwarding off, press the **Save/Off** softkey.

To turn Call Forward on and off (once it has been programmed):

- Do one of the following:
  - To turn forwarding on, press the **Turn Fwd On** softkey.
  - To turn forwarding off, press the **Turn Fwd Off** softkey.

Call Forward (Enhanced)

Call Forward lets you redirect incoming calls to an alternate number. Busy (Internal and External) redirects your calls when your telephone is busy. No Answer (Internal and External) redirects your calls after several rings if you don't answer. Busy/No Answer (Internal and External) redirects your calls when your telephone is busy or if you don't answer. Always redirects all incoming calls regardless of the state of your telephone.

Note: For information about using the **To Me** softkey, see Call Forward - Remote.

To program Call Forward:

1. Press **SUPERKEY**.
2. Press the **More** softkey until the **Forwarding** softkey appears.
3. Press the **Forwarding** softkey.
4. Press the softkey that corresponds to the type of call forwarding you want to program.
5. Press either the **Internal** or **External** softkey.
6. Dial the destination number.
   The **Current No**. softkey restores the previously programmed destination if available. The **Delete** softkey (if available) turns off the forwarding and deletes the destination.
7. Do one of the following:
   - To save and turn forwarding on, press the **Save/On** softkey.
   - To save and leave forwarding off, press the **Save/Off** softkey.
8. Continue programming other types of Call Forward or press **SUPERKEY** to leave programming mode.

To turn all types of Call Forward on and off once programmed (if available):

1. Press the **Forwarding** softkey.
2. Press the **Turn FWD On** or **Turn FWD Off** softkey.

To turn individual types of Call Forward on and off once programmed (if available):

1. Press **SUPERKEY**.
2. Press the **More** softkey until the **Forwarding** softkey appears.
3. Press the **Forwarding** softkey.
4. Press the **Next** or **Previous** softkey until the type of Call Forward you want to turn on or off appears.
5. Press the **Turn FWD On** or **Turn FWD Off** key softkey.
6. Press **SUPERKEY**.

Call Forward (No Internal/External Split)

Call Forward lets you redirect incoming calls to an alternate number. Busy redirects your calls when your telephone is busy. No Answer redirects your calls after several rings if you don't answer. Busy/No Answer redirects your calls when your telephone is busy of if you don't answer. Always redirects all incoming calls regardless of the state of your telephone.

Note: For information about using the **To Me** softkey, see Call Forward - Remote.

To program Call Forward:

1. Press **SUPERKEY**.
2. Press the **More** softkey until the **Forwarding** softkey appears.
3. Press the **Forwarding** softkey.
4. Press the **Change** softkey.
5. Press either the **Busy**, **No Answer**, **Busy/No Answer**, or **Always** softkey.
6. Dial the destination number.
7. To save and turn forwarding on, press the **Save/On** softkey.

To turn Call Forward on and off (once it has been programmed):

- Do one of the following:
  - To turn forwarding on, press the **Turn Fwd On** softkey.
  - To turn forwarding off, press the **Turn Fwd Off** softkey.

Call Forward (No Internal/External Split - Enhanced)

Call Forward lets you redirect incoming calls to an alternate number. Busy redirects your calls when your telephone is busy. No Answer redirects your calls after several rings if you don't answer. Busy/No Answer redirects your calls when your telephone is busy of if you don't answer. Always redirects all incoming calls regardless of the state of your telephone.

Note: For information about using the **To Me** softkey, see Call Forward - Remote.

To program Call Forward:

1. Press **SUPERKEY**.
2. Press the **More** softkey until the **Forwarding** softkey appears.
3. Press the **Forwarding** softkey.
4. Press the **Change** softkey.
   Press the softkey that corresponds to the type of call forwarding you want to program.
5. Dial the destination number.
   The **Current No**. softkey restores the previously programmed destination if available. The **Delete** softkey (if available) turns off the forwarding and deletes the destination.
6. To save and turn forwarding on, press the **Save/On** softkey.

To turn all types of Call Forward on and off once programmed (if available):

1. Press the **Forwarding** softkey.
2. Press the **Turn FWD On** or **Turn FWD Off** softkey.

To turn individual types of Call Forward on and off once programmed (if available):

1. Press the **Forwarding** softkey.
2. Press the **Next** or **Previous** softkey until the type of Call Forward you want to turn on or off appears.
3. Press the **Turn FWD On** or **Turn FWD Off** key softkey.
4. Continue turning other types of Call Forward on or off or press **SUPERKEY** to leave programming mode.

Call Forward - Remote

To forward calls from a remote station to your current location:

1. Press **SUPERKEY**.
2. Press the **More** softkey until the **Forwarding** softkey appears.
3. Press the **Forwarding** softkey.
4. Press the **To Me** softkey.
5. Dial the extension of the remote station.
6. Press the **Save/On** softkey.

To cancel Call Forward - Remote from the station that set the remote forwarding:

1. Lift the handset.
2. Dial ***15**.
3. Dial the extension of the remote station.
4. Hang up.

To cancel Call Forward - Remote from the station that was forwarded:

1. Press **SUPERKEY**.
2. Press the **More** softkey until the **Forwarding** softkey appears.
3. Press the **Forwarding** softkey.
4. If "Int-Always" appears in the upper-left corner of the display, do the following:
   a. Press the **Always** softkey.
   b. Press the **Internal** softkey.
   c. Press the **Delete** softkey.
   d. Press the **Always** softkey.
   e. Press the **External** softkey.
   f. Press the **Delete** softkey.
5. If "Int-Always" does not appear, do the following:
   a. Press the **Always** softkey.
   b. Press the **Delete** softkey.

Call Forward - Forced

To force an incoming call to be forwarded:

- Press the **Forward Call** softkey.

To immediately tranfer to another extension's No Answer forwarding destination when making a call:

- Press the **FwdMe** feature key when it lights.

Call Forward - Toggle

This feature is useful if you want call forwarding in effect for Busy and No Answer conditions most of the time, but need to override it with Call Forward Always occasionally--for example, when you're using a second phone such as a SUPERSET 4090 cordless phone. Instead of changing the call forward programming on your main phone to turn Call Forward Always on and off, you can program a key to do it.

You can also program keys to turn Call Forward Busy, No Answer or Busy/No Answer on and off.

To toggle call forward:

- Press the programmed feature key: **Forward Always**, **Forward Busy**, **Forward No Ans**, or **Forward Busy/NA**.
  For information on programming a feature key, see "Feature Keys" elsewhere in this guide.

Note: You may also program a **Forward All** key to enable and disable all call forward types that have a destination programmed.

Messaging - Advisory

To turn Messaging - Advisory on:

1. Press the **Messaging** softkey.
2. Press the **Advisory** softkey.
3. Press the **Next Msg** softkey until the desired message appears.
4. Press the **Turn Msg On** softkey.

To turn Messaging - Advisory off:

1. Press the **Messaging** softkey.
2. Press the **Advisory** softkey.
3. Press the **Turn Msg Off** softkey.

Messaging - Callback

To leave a Callback Message on a telephone when you hear busy or ringback tone:

- Press **Leave A Msg**.

To respond to a Message Waiting condition on your telephone:

1. Lift the handset.
2. Press **Messaging**.

A call is placed to the message sender (voice mail system or extension user) that left the oldest message.

To read messages before responding:

1. Press **SUPERKEY**.
2. Press the **Messaging** softkey.
3. Press the **Read Msg** softkey.
4. Do one of the following.
    - To call the message sender, press the **Call** softkey (if available).
    - To delete the message, press the **Erase Msg** softkey.
    - To view the next message, press the **Next Msg** softkey.

To view or cancel messages you have sent:

1. Press the **Messaging** softkey.
2. Press **SUPERKEY**.
3. Press the **Msgs I Sent** softkey.
4. Do one of the following.
    - To call the message sender, press the **Call Again** softkey (if available).
    - To cancel the message, press the **Erase Msg** softkey.
    - To view the next message, press the **Next Msg** softkey.
    - To exit, press **SUPERKEY**.

USING ADVANCED FEATURES

Account Codes

To enter an Account Code during a call:

1. Press **Account Code**.
2. Dial the account Code digits.
3. Press the **Save** softkey.

Callback

To request a Callback when you reach a busy or unanswered telephone:

- Press the **Call Me Back** feature key.

To answer a Callback:

- Lift the handset.

To view and/or cancel outstanding Callbacks:

1. Press **SUPERKEY**.
2. Press the **More** softkey until the **Callbacks** softkey appears.
3. Press the **Callbacks** softkey.
4. Press the **Next** and **Previous** softkeys (if required).
5. Do one of the following:
    - To cancel a callback, press the **Cancel** softkey.
    - To call the number shown, press the **Call Again** softkey.

Call Park

To park a call that is on your prime line (Line 1 key):

- Press the **Call Park** feature key.
  -OR-
  Press **TRANS/CONF** and then dial ***23**.

The call is parked and you receive dial tone on your prime line.

To retrieve a parked call from your phone while your phone is idle, or while you are off-hook and hearing dial tone:

- Press the **Call Park** feature key.
  -OR-
  Dial ***22**.

To retrieve a parked call while you are on a call on your prime line:

- Press the **Call Park** feature key.
  -OR-
  Press **TRANS/CONF** and then dial ***22**.

You are connected to the parked call and the caller that was on your prime line is parked.

To retrieve a parked call from another phone:

1. Lift the handset.
2. Dial ***7**.
3. Dial the prime line number (extension number) of the phone that parked the call.

Note: If the phone has both a parked call and a call on hold, dialing the Remote Hold Retrieve access code will retrieve the parked call.

Call Park - System

This feature allows you to park a call from any line on your telephone not just the prime line. The number of calls you can park is limited only by the number available system park "orbits."

To park a call in system orbit:

1. Press the lit **System Park** feature key.
2. Do either of the following:
   - Hang up
   - Press the **New Call** softkey to get dial tone
   - Press a line key to answer a call, retrieve a call or hold, or get dial tone.

To return to the caller if all the system orbits are busy:

- Press the **Back To Held** softkey or **CANCEL** to return to the caller.

To retrieve a call parked on a system orbit from any extension:

- While listening to dial tone, dial **57** followed by the park orbit number.

To re-park a call in a system orbit:

- Press the **Park Again** softkey. The **Park Again** softkey only appears immediately after answering the call.

Call Pickup

To answer a call that is ringing at another station in your Pickup Group:

1. Lift the handset.
2. Press the **Pickup** feature key.

To answer a call that is ringing at a station not in your Pickup Group:

1. Lift the handset.
2. Dial ***4**.
3. Dial the number of the ringing station.

Campon

To campon to a busy station:

- Press the **I Will Wait** softkey

To retrieve a call when you hear Campon tone:

1. Press the **Call Waiting** softkey.
2. Press the **Trade Calls** softkey.

Do Not Disturb

To activate or deactivate Do Not Disturb:

- Press the **Do Not Disturb** feature key.

Override

To use Override when you encounter busy or DND tone:

- Press the **Intrude** feature key.

Paging - PA

To use Paging:

1. Lift the handset.
2. Press the **Pager** feature key.
3. Do one of the following:
   - To page the default zone, press the **PA Page** feature key.
   - To page a specific zone, dial ***87** followed by the zone number (0-9).
4. Make the announcement.

Paging - Direct

To page an extension that has Whisper Announce or Off-Hook Voice Announce enabled:

1. Lift the handset.
2. Press the **Direct Page** feature key.
3. Dial the extension number.
4. Page the called parties.

To answer a page (indicated by a single burst of tone) when your phone is idle:

- Lift the handset.
  - OR -
  Press **MICROPHONE**.

To answer a page while using the handset:

- Press **MICROPHONE**.
  - OR -
  If the **Respond** softkey appears, press it and hold it down as you speak.

To answer a page (indicated by a burst of tone) while on a Handsfree call:

- Press and hold down the **Respond** softkey.

To enable or disable Handsfree Answerback:

- Press **MICROPHONE** while the phone is idle.

To allow or disallow Direct Pages to your phone:

1. Press **SUPERKEY**.
2. Press the **More** softkey until "Direct Page" appears.
3. Press the **Direct Page** softkey.
4. Press the **Disallow** softkey if you do not want to receive Direct Pages
   -OR-
   Press the **Allow** softkey if you want to receive Direct Pages.

Paging - All Set

To page all telephones simultaneously through their speakers:

1. Lift the handset.
2. Press the **Direct Page** feature key.
3. Press *****.
4. Page the called party.

To answer an All Set Page:

1. Lift the handset.
2. Dial ***89**.

Paging - Group

To page all telephones in a paging group simultaneously through their speakers:

1. Lift the handset.
2. Press the **Direct Page** feature key.
3. Press **#**.
4. Page the called parties.

To respond to a Group Page:

1. Lift the handset.
2. Dial ***89**.

Direct Station Select/Busy Lamp Field (DSS/BLF)

Your phone may have keys programmed to place calls to other extensions and to show the status (idle, busy or DND) of those extensions.

To call the DSS/BLF extension:

- Press the **DSS/BLF** key.

To transfer a call to DSS/BLF extension (without Secretarial option):

1. Press the **DSS/BLF** key.
2. Press the **Release** key.

To transfer a call to a station (with Secretarial option):

- Press the **DSS/BLF** key.

DSS/BLF/Call Pickup

Your phone may have keys programmed to show the status (idle, busy, ringing, call on hold) of another destination and to retrieve calls ringing or on hold at the destination.

To retrieve a call ringing at the DSS/BLF destination:

- Press the slowly flashing **DSS/BLF** key.

To retrieve a call on hold at the DSS/BLF destination:

- Press the rapidly flashing **DSS/BLF** key.

Direct Page/BLF

Your phone may have keys programmed to show the busy/idle status of another extension and to page the extension.

To page a DP/BLF extension:

- Press the **DP/BLF** key.

You can page when the DP/BLF extension is idle (key dark) or busy (key steadily lit).

DSS/BLF/Direct Page/Call Pickup

Your phone may have keys that show the status (idle, busy, ringing, or call on hold) of another extension. Depending on the programming of the key, pressing it will either call the extension if it is idle, or retrieve a call ringing or on hold at the extension, or page the extension.

To pick up a call ringing at the DSS/BLF extension:

- Press the slowly flashing **DSS/BLF** key.

To retrieve a call on hold at the DSS/BLF extension:

- Press the rapidly flashing **DSS/BLF** key.

To page a DSS/BLF extension:

- Press the dark or steadily lit **DSS/BLF** key.

Reminder

Note: The Reminder feature will not operate if Auto Answer is enabled on your phone.

To program a Reminder:

1. Press **SUPERKEY**.
2. Press the **Reminder** softkey.
   Enter the time.
   Press either the **AM** or **PM** softkey.
   Press the **Save** softkey.

To view, change, and/or cancel a pending Reminder:

1. Press **SUPERKEY**.
2. Press the **Reminder** softkey until "Timed Reminder?" appears.
3. Do one of the following:
   - To change the Reminder, enter the new time, and press the **Save** softkey.
   - To cancel the Reminder, press the **Cancel** softkey.
   - To exit without canceling the Reminder, press **SUPERKEY**.

To acknowledge a Reminder when your phone rings once:

- Press the **Acknowledge** softkey.

Reminder - Multiple

Note: The Reminder feature will not operate if Auto Answer is enabled on your phone.

To set multiple reminders (up to three timers):

1. Press **SUPERKEY**.
2. Press the **Reminder** softkey.
3. Enter the time in 12-hour format.
4. Press the **PM** softkey if required.
5. Press the **Daily** or **Once** softkey depending on whether or not you want the Reminder to repeat daily.
6. Press the **Save** softkey.
7. Repeat the first two steps and then press the **Timer 2** softkey.
8. Program Timer 2 in the same manner as Timer 1.
9. Repeat the procedure for Timer 3.

To view, change, and/or cancel a pending Reminder:

1. Press **SUPERKEY**.
2. Press the **Reminder** softkey to display Timer 1. To display the other timers, press the **Timer 2** or **Timer 3** softkeys.
   DAILY-AUTO appears if the reminder repeats daily, ONCE-AUTO if it occurs one time only.
3. Press the **Timer 2** or **Timer 3** softkey to display the other reminders.
4. Do one of the following:
   - To change the time, enter the new time, press the **PM** softkey if required, press the **Daily** or **Once** softkey depending on whether you want the reminder to repeat daily, and then press the **Save** softkey. (Use the **Same Time** softkey when you only want to change from Daily to Once or vice versa.)
   - To cancel the Reminder, press the **Cancel** softkey.
   - To exit without canceling the Reminder, press **SUPERKEY**.

To acknowledge a Reminder when your phone rings once:

- Press the **Acknowledge** softkey.

Handset Mute

To mute your handset's microphone during a call:

- Press the **Handset Mute** feature key.

To restore handset microphone operation:

- Press the **Handset Mute** feature key again.

Headset Operation

To use a headset with your phone, ensure that the headset is connected to the dedicated jack on the bottom of the phone.

To answer a call (when Auto Answer is disabled):

- Press the flashing line key.

To switch between headset and handset operation while in a call (see Note 2):

- Press the **Handset Mute** key.

To hang up:

- Press **CANCEL** or the **Hang-up** softkey.

Notes:

1. Lifting the handset on some SUPERSET 4150 phones while it is in headset mode also answers the call.
2. This feature is available on some versions of the SUPERSET 4150 phone only.
3. Disconnecting the headset while in a call, puts your phone in speakerphone mode. You can hear the other party but they cannot hear you. To talk to the other party, press **MICROPHONE**; to hang up, press **SPEAKER**.

Headset Operation (Headset with Feature Control Switch)

IMPORTANT NOTE: Mitel Networks Headsets with Feature Control Switch (PN9132-800-500-NA/9132-800-501-NA) must be installed in the dedicated headset jack (the jack nearest the front of the phone). Installation will disable your handset microphone. Disconnecting the headset at the jack or at the quick-disconnect plug restores handset operation. If handset operation is required for an extended period of time, you should press the Headset feature key to return the telephone to handset mode.

To answer a call:

- Press the flashing Line Appearance key
  -OR-
  Quickly press and release the headset's feature control switch.
  -OR-
  Lift the handset(see Note 1).

To mute the headset microphone:

- Press and hold the headset's feature control switch.

To hang up:

- Press the **Hang-up** softkey.
  -OR-
  Quickly press and release the headset's feature control switch.

To switch between headset and handset operation while in a call (see Note 2):

- Press the **Handset Mute** key.

You can talk using the headset when the **Handset Mute** key is lit and with the handset when the key is not lit.

Notes:

1. Lifting the handset on some SUPERSET 4150 phones while it is in headset mode also answers the call.
2. This feature is available on some versions of the SUPERSET 4150 phone only.
3. Disconnecting the headset at the jack or at the quick-disconnect plug while in a call, puts your phone in speakerphone mode. You can hear the other party but they cannot hear you. To talk to the other party, press **MICROPHONE**; to hang up, press **SPEAKER**.

Music

To turn Music on and off when the phone is idle:

- Do one of the following:
  - To turn the music on, press the **Music On** softkey.
  - To turn the music off, press the **Music Off** softkey.

Calculator

To use the Calculator:

1. Press **SUPERKEY**.
2. Press the **More**... softkey.
3. Press the **Calculator** softkey.
4. Use the telephone keypad as the numeric keypad.
   The * key is used as a decimal point key. The following operations as well as the Clear Entry/Clear (CE/CLR) and another decimal point are presented as softkeys: (x,÷, -, +, /, =)
5. Press **SUPERKEY** to exit.

Record a Call

This feature uses your voice mail system to record your telephone conversations.

Note: You may be required by law to inform the other party that you are recording the conversation. For specific instructions, consult your system administrator.

To start recording while on a 2-party call:

- Press the **Record Call** key. (See Feature Keys elsewhere in this guide for instructions on programming a **Record Call** key to your phone.)

Note: Your system may be programmed to automatically begin recording external calls when you or the other answers.

To pause recording:

- Press the **Pause** softkey.

To resume recording after pausing:

- Press the **Resume** softkey.

To stop a recording without saving it:

- Press the **Stop&Erase** softkey.

To stop and save a recording:

- Press the **Stop&Save** softkey.

Putting the call on hold saves the recording; taking the call off hold starts a new recording. Depending on system programming, hanging up, or pressing **TRANS/CONF** or a **DSS** key, may also save the recording.

To listen to a recording:

1. Lift the handset.
2. Press the **Record Call** key. A call is place to your voice mail system.
3. Follow the prompts to retrieve the recording.

Call Logging

Call Logging keeps track of the names (if available) and telephone numbers of all your incoming calls or only those you missed.

To program your phone to log your incoming calls:

1. Press **SUPERKEY**.
2. Press the **Call Logging** softkey.
3. Press the **Missed Calls** or **All Calls** softkey.
4. Press the **Internal** softkey to log calls from other extensions only, **External** to log outside calls only, or **Both** to log internal and external calls.

To turn off call logging:

1. Press **SUPERKEY**.
2. Press the **Call Logging** softkey.
3. Press the **Turn Off** softkey.

To display the call log:

1. Press the **Callers** softkey to display the number of new calls and old calls.
2. Press the **New Calls** or **Old Calls** softkey to display call details.
3. If more than one call is logged, use the **Next** and **Previous** softkeys to display the others.

To return a call in the call log:

1. Display the call you want to return.
2. Do one of the following:
   - If the call is internal, press the **Call** softkey.
   - If the call is external, dial 9 and then press the **Call** softkey.
   - If the call is long distance, dial 91 and then press **Call** softkey. You can dial up to three digits before pressing **Call**.

To delete calls from the call log:

1. Display the call you want to delete.
2. Press the **Delete** softkey to delete the displayed call only or the **Delete All** softkey to delete all other New or Old calls.
3. Press **Confirm** to validate your request.